Chapter 2 Procedures

**Function
Overview**   This section describes the key events to establish, maintain and inquire text database records in AGPS.

A Text Header Table (TEXT) must be added to the text database to begin the process. Once established, text lines may be added, changed or deleted. After the text header is active, no further changes to the text lines may be made until the text header is inactivated.

Text may be referenced individually by the Text Header Table key (text reference number) or by a text reference range which is a beginning and ending text reference number. All text in the range, inclusive, will be printed. AGPS provides the user the ability to modify these text references relative to an individual solicitation without changing the basic text. This subject will be addressed in greater detail in the chapter on solicitations.

The Text Header Table contains the basic identifying Title, control information, and review date and reviewer for the text reference. The maintaining agency is that agency which is responsible for the creation and maintenance of the text. In addition to being from that agency, the user must have authority to maintain records for that agency and have a valid authorization code in BAAT.

Text lines are the body of the text entered using transaction ID TXLN. Text lines are added after the text header is created. The format of the text is determined by the user. The format which is used, is the format that will print. The only restriction regarding format is that the text is limited to 70 characters in width.

The text lines will contain the standard and special legal terms and conditions, general commodity Class/Sub-Class specifications, Notice of Award text, and other text such as instructions to vendors on how to complete the bid.

Listed below are all other associated Text Inquiry screens and a brief description of each. Different responsibility levels will find numerous uses for these screens.

1 ADD/CHANGE TEXT RECORDS

1.1 Add Text Header Table

Overview   The AGPS user has the responsibility to create text reference header records to be used for AGPS processing. This is accomplished by use of the TEXT screen.

Inputs   ● Required text reference number

                      ● Required text type

                      ● Required text title

                      ● Required status code

                      ● Required maintaining agency

                      ● Required last review date

                      ● Required buyer last reviewed

                      ● Required authorization code

Outputs   ● Updated TEXT Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine text reference requirements. This may be accomplished by the following method(s).

                            a.   You may perform a survey of all agencies or a specific agency to determine text reference requirements.

                            b.   You may, instead of a survey, wait until an agency identifies a text reference requirement to the Text Header Table record (TEXT).

INST 4: BTAB   **Text Type** must be a valid entry in BTAB Table TP (Text Type Code).

AGCY 4: AGCY   **Maintaining Agency** must be key to a valid and active record in AGCY Table.

Cross-Reference	Steps

INST 4: BAAT   **Authorization Code** must be Universal Auth or TEXT Auth for the user in BAAT Table.

Additionally, the user must be authorized access to and maintenance for the maintaining agency in the BAAT Table.

2.   Add Text Header data into AGPS.

TEXT 4: TEXT   a.   If you are not in the TEXT screen, type **TEXT** in the Function Line and press RETURN/ENTER.

b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should blank and **ADD** be inserted in the Function Line.

c.   Using Tab Key, move to Text Reference Number field and type desired text reference number.

d.   Using Tab Key, move to Text Type field and type desired text type.

e.   Using Tab Key, move to Title field and type desired text title.

f.   Using Tab Key, move to Status Code field and type **0**.

g.   Using Tab Key, move to Maintaining Agency field and type desired maintaining agency number.

h.   Using Tab Key, move to Last Review Date field and type desired review date equal to or less than current date.

i.   Using Tab Key, move to Buyer Last Reviewed field and type desired buyer code for the entered maintaining agency number.

j.   Using Tab Key, move to Authorization Code field and type desired user authorization code.

3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Change Text Header Table

Overview   The AGPS user has the capability to change text reference header records to be used for AGPS processing. This is accomplished by use of the TEXT screen.

Inputs   ●   Required text reference number

                       ●   Required change to text type

                       ●   Required change to text title

                       ●   Required change to status

                       ●   Required change to maintaining agency

                       ●   Required change to last review date

                       ●   Required change to buyer last reviewed

                       ●   Required authorization code

Outputs   ●   Updated TEXT Table

**Completing
The Procedure**

Cross-Reference   Steps

                       1.   Determine text reference change requirements. This may be accomplished by the following method(s).

                                 a.   You may perform a survey of all agencies or a specific agency to determine text reference change requirements.

                                 b.   You may, instead of a survey, wait until an agency identifies a text reference change requirement to the Text Header Table record (TEXT).

INST 4: BTAB   **Text Type** must be a valid entry in BTAB Table TP (Text Type Code).

                       Status Code must be a valid entry in BTAB Table TS (Text Status Code).

AGCY 4: AGCY   **Maintaining Agency** must be key to a valid and active record in AGCY Table.

Cross-Reference	Steps
AGCY 4: ABUY	**Buyer Last Reviewed** must be key, combined with maintaining agency, to a valid and active record in ABUY Table.
INST 4: BAAT	**Authorization Code** must be Universal Auth or TEXT Auth for the user in BAAT Table.

Additionally, the user must be authorized access to and maintenance for the maintaining agency in the BAAT Table.

2. Change Text Header data in AGPS.

TEXT 4: TEXT

    a. If you are not in the TEXT screen, type **TEXT** in the Function Line and press RETURN/ENTER.

    b. Type **INQUIRE** in the Function Line.

    c. Using Tab Key, move to Text Reference Number field and type desired text reference number.

    d. Press RETURN/ENTER. Requested text reference record should be displayed.

3. Type **CHANGE** in the Function Line.

    a. Using Tab Key, move to Text Type field and type desired text type.

    b. Using Tab Key, move to Title field and type desired text title.

    c. Using Tab Key, move to Status Code field and type desired status code.

If ...	Then ...
Activating text header	Type status code = **1**
Inactivating text header	Type status code = **2**
Adding or updating text line records	Type status code = **4**

    d. Using Tab Key, move to Maintaining Agency field and type desired maintaining agency number.

Cross-Reference   Steps

       e.   Using Tab Key, move to Last Review Date field and type desired date (mm/dd/yy). Date must be equal to or less than current date.

       f.   Using Tab Key, move to Buyer Last Reviewed field and type desired buyer code.

       g.   Using Tab Key, move to Authorization Code field and type desired user authorization code.

4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Delete Text Header Table

Overview   The AGPS user has the capability to delete text reference header records that are invalid or not required. **Text header record status must be 0**. This is accomplished by use of the TEXT screen.

Inputs   ●   Required text reference number

Outputs   ●   Updated TEXT Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine text reference(s) to be deleted.

2.   Delete Text Header in AGPS.

TEXT 4: TEXT   a.   If you are not in the TEXT screen, type **TEXT** in the Function Line and press RETURN/ENTER.

                       b.   Type **INQUIRE** in the Function Line.

                       c.   Using Tab Key, move to Text Reference Number field and type desired text reference number.

                       d.   Press RETURN/ENTER. Requested text reference record should be displayed.

3.   Type **DELETE** in the Function Line.

4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.4 Inquire Text Header Table

Overview   The AGPS user has the capability to inquire text reference header records in AGPS. This is accomplished by use of the TEXT screen.

Inputs   •   Required text reference number

Outputs   •   Display of requested TEXT Table record

**Completing
The Procedure**

Cross-Reference   Steps

       1.   Determine text reference(s) to be inquired.

       2.   Inquire Text Header in AGPS.

TEXT 4: TEXT   a.   If you are not in the TEXT screen, type **TEXT** in the Function Line and press RETURN/ENTER.

                b.   Type **INQUIRE** in the Function Line.

                c.   Using Tab Key, move to Text Reference Number field and type desired text reference number.

       3.   Press RETURN/ENTER.

                NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text header record.

2 ADD/CHANGE TEXT DESCRIPTION RECORDS

2.1 Add Text Line Table

Overview
The AGPS user has the responsibility to add text description records for a valid text header record. TEXT record status must be **4**. This is accomplished by the use of the TXLN screen.

Inputs
- Required text reference number
- Required text

Outputs
- Updated TXLN Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the text header for which the user will add descriptive text.

2. Add TXLN record into AGPS.

TEXT 4: TXLN

a. If you are not in the TXLN screen, type **TXLN** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using Tab Key, move to Text Ref Number field and type desired text reference number.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

a. Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

        b.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.2 Change Text Line Table

Overview   The AGPS user is provided the capability to maintain descriptive text for a valid text header
record. TEXT record status must be **4**. This is accomplished by the use of the TXLN screen.

Inputs   ●   Required text reference number

                      ●   Required change to text

Outputs   ●   Updated TXLN Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the text reference for which the user will change text and the required
                                change to text.

                      2.   Change TXLN record in AGPS.

TEXT 4: TXLN   a.   If you are not in the TXLN screen, type **TXLN** in the Function Line and
                                         press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using Tab Key, move to Text Ref Number field and type desired text
                                         reference number.

                               d.   Using Tab Key, move to Text Action field and type desired text action.
                                         See Section 15, Miscellaneous Processing, General Text Processing,
                                         Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
                                If text is present, the text should be formatted to the screen.

                                NOTE: If an error condition exists, AGPS will display the appropriate error
                                         messages at the bottom of the transaction screen. Clear the error
                                         conditions identified and press RETURN/ENTER. If no error(s) exists,
                                         AGPS will display 'ALL LINES CHANGED'.

                               a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

            b.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.3 Delete/Insert Text Line Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid text
                      header record. TEXT record status must be **4**. This is accomplished by the use of the TXLN
                      screen.

Inputs   ●   Required text reference number

                      ●   Required change to text

Outputs   ●   Update TXLN Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the text reference for which the user will change text and the required
                                 change to text.

                      2.   Delete/Insert text lines in TXLN records.

TEXT 4: TXLN   a.   If you are not in the TXLN screen, type **TXLN** in the Function Line and
                                           press RETURN/ENTER.

                                 b.   Type **G (GET)** in the Function Line.

                                 c.   Using Tab Key, move to Text Ref Number field and type desired text
                                           reference number.

                                 d.   Using Tab Key, move to Text Action field and type desired text action.
                                           See Section 15, Miscellaneous Processing, General Text Processing,
                                           Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with requested lines
                                 of text.

                                 NOTE: If an error condition exists, AGPS will display the appropriate error
                                           messages at the bottom of the transaction screen. Clear the error
                                           conditions identified and press RETURN/ENTER. If no error(s) exists,
                                           AGPS will display 'ALL LINES CHANGED'.

                                 a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

      b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

      c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

               X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

               I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

      a.   If inserting text, type **C (CHANGE)** in the function line.

      b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

      c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.4 Inquire Text Line Table

Overview   The AGPS user is provided the capability to inquire text for a text reference record. This is accomplished by the use of the TXLN screen.

Inputs   ●   Required text reference number

                        ●   Required text action

Outputs   ●   Display of requested Text Line Table text

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the text reference for which the user will inquire text.

                      2.   Inquire TXLN record text.

TEXT 4: TXLN   a.   If you are not in the TXLN screen, type **TXLN** in the Function Line and press RETURN/ENTER.

                                   b.   Type **G (GET)** in the Function Line.

                                   c.   Using Tab Key, move to Text Ref Number field and type desired text reference number.

                                   d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER.

                      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

3 INQUIRE TEXT DATABASE RECORDS

3.1 Inquire Text Header Table

Overview   The AGPS user is provided the capability to inquire text header data in different formats using various keys.

Inputs   ●   Required key(s)

          ●   Required text header inquiry screen

Outputs   ●   Display of requested text inquiry screen data

**Completing
The Procedure**

Cross-Reference   Steps

          1.   Determine the text data to be inquired and the text inquiry screen to use.

          2.   Inquire text header data in AGPS.

                    a.   If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.

                    b.   Using Tab Key, move to the required key field(s) and type desired key(s).

          3.   Press RETURN/ENTER.

                    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested text inquiry record should be displayed.

                    Screens provided for inquiry of the Text Database is as follows.

TEXT 4: TLRD   **TLRD** - This screen is for the inquiry of text header records by date last reviewed and text reference. Key(s) is date last reviewed and text reference number.

TEXT 4: TTCD   **TTCD** - This screen is for the inquiry of text header records by text type and text reference. Key(s) is text type and text reference number.

Cross-Reference	Steps

TEXT 4: TXMA **TXMA** - This screen is for the inquiry of text header records by maintaining agency and text reference. Key(s) is maintaining agency and text reference number.

TEXT 4: TXST **TXST** - This screen is for the inquiry of text header records by text status and text reference. Key(s) is test status and text reference number.

TEXT 4: TXTL **TXTL** - This screen is for the inquiry of text header records by text title. Key(s) is test title.